



U.S. INTERNATIONAL CHRISTIAN ACADEMY

Serving students since 2001
Owned and Operated by Teachers
with 25 years of experience in Teaching and Administration

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U.S. International Christian Academy is based on the concept that "God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God".

TEACHER EVALUATION FORM

Teacher _____ Teaching Position _____

Administrator _____ Title _____

Date _____

Pre-Conference ___/___/___ Formal Observation ___/___/___ Final Conference ___/___/___

E: Excellent S: Satisfactory U: Unsatisfactory

1. Teacher's performance clearly and consistently exceeds normal expectations in the achievement of objectives in day-to-day functions of the job.

Excellent Satisfactory Unsatisfactory

Comments:

2. Teacher:

- a. Takes on extra projects and tasks
- b. Anticipates problems and takes appropriate actions
- c. Minimal direction and review is necessary
- d. Seeks improvement

3. Demonstrates professionalism when interacting with administration, colleagues and students.

Excellent Satisfactory Unsatisfactory

Comments:

4. Demonstrates exceptional knowledge of subject matter and effectively differentiates instruction for all learners.

Excellent Satisfactory Unsatisfactory

Comments:

5. Teacher's performance is acceptable in the achievement of objectives and day-to-day functions of the job.

Excellent Satisfactory Unsatisfactory

Comments:

6. Teacher:

- a. Requires direction and review
- b. Is willing to implement suggested strategies/techniques
- c. Consistently and accurately completes district/cooperative procedural requirements
- d. Demonstrates knowledge and competency in conducting annual reviews
- e. Demonstrates knowledge of subject matter and effectively differentiates instruction for all learners.

7. Teacher's performance is steady, reliable and cooperative.

- 1. Teacher consistently performs below normal expectations and improvement is required.
- 2. Teacher requires frequent supervision, checking and review.
- 3. An improvement plan needs to be established to assist the teacher in correcting deficiencies.

EVALUATIVE CRITERIA

8. Planning and Preparation

- ___ A.1. Teacher has materials, supplies and equipment ready at the start of the lesson or instructional activity.
- ___ A.2. Teacher is prepared to present the lesson and gets students on task quickly at the beginning of each lesson or instructional activity.
- ___ A.3. Teacher has instructional plans which are compatible with the school curricular goals and Learning Standards.
- ___ A.4. Teacher has instructional plans which match objectives, learning strategies, assessments, and students' needs at the appropriate level of difficulty.
- ___ A.5. Teacher effectively plans with support personnel.
- ___ A.6. Teacher provides adequate plans and procedures for substitute teachers.
- ___ A.7. Teacher uses school and community resources to enrich instruction.

Strengths/Concerns:

9. The Virtual Classroom Environment

- ___ B.1. Teacher establishes rules and procedures which govern the handling of routine administrative matters.
- ___ B.2. Teacher frequently monitors all students during virtual class, chat group and teleconference work activities and during transitions between instructional activities.
- ___ B.3. Teacher stops inappropriate behavior promptly and consistently while maintaining the dignity of the student.
- ___ B.4. Teacher interacts positively, effectively and appropriately with students.
- ___ B.5. Teacher shows enthusiasm for curriculum content and conveys the importance of that content.
- ___ B.6. Teacher encourages students to demonstrate pride and quality in their work.
- ___ B.7. Teacher encourages students to set goals.
- ___ B.8. Teacher maintains stimulating learning environment by displaying correlated e-bulletin and/or student work.

Strengths/Concerns:

10. Instruction

- C.1. Teacher maintains a high level of student time-on-task.
- C.2. Teacher uses directions and procedures which are clear to students and contain appropriate levels of detail.
- C.3. Teacher uses spoken/written language and vocabulary which are clear and age appropriate.
- C.4. Teacher asks appropriate levels of questions which students handle with a high rate of success.
- C.5. Teacher conducts lessons or instructional activities at a brisk pace and avoids unnecessary slowdowns, but slows presentations when necessary for student understanding.
- C.6. Teacher engages all students in discussions.
- C.7. Teacher links content to the students' prior knowledge and experiences.
- C.8. Teacher introduces lessons or instructional activities which specify learning objectives.
- C.9. Teacher utilizes strategies and resources to promote engaged learning.
- C.10. Teacher uses a variety of instructional strategies to meet the needs of a variety of learners.
- C.11. Teacher provides opportunities for one to one conferencing with students.
- C.12. Teacher provides timely feedback which is of consistently high quality and specific to each student.
- C.13. Teacher demonstrates flexibility and responsiveness by adjusting the lesson when appropriate.
- C.14. Teacher makes transitions between lessons and between instructional activities within lessons efficiently and smoothly.

Strengths/Concerns:

11. Professional Responsibilities

- D.1. Teacher maintains accurate records to document student performance.
- D.2. Teacher interacts effectively and appropriately with students.
- D.3. Teacher is involved in professional growth activities.
- D.4. Teacher exhibits professionalism and is a role model for other teachers and students.
- D.5. Teacher maintains appropriate dress and appearance.
- D.6. Teacher attends committee meetings and other sessions relative to curriculum and instructional activities.
- D.7. Teacher is punctual in duties, committee assignments, supervisory assignments, teacher assignments, and parent-teacher conferences.

Strengths/Concerns:

OVERALL SUMMATIVE RATING OF EVALUATION CRITERIA

A. Planning and Preparation _____

B. The Classroom Environment _____

C. Instruction _____

D. Professional Responsibilities _____

Final Rating = _____

EXCELLENT: If the overall evaluation has all excellent ratings, the overall rating is Excellent.

SATISFACTORY: If the overall evaluation has one satisfactory rating, the overall rating is Satisfactory.

UNSATISFACTORY: If the overall evaluation has one unsatisfactory rating, the overall rating is unsatisfactory.

COMMENTS OF THE ADMINISTRATOR: